

# Tennessee Department of Transportation

## 2016 CMAQ Project Application Fact Sheet



### Responsibilities of the Project Sponsor

- Complete the required online application which can be accessed at <http://www.tn.gov/tdot/topic/cmaq> and submit application package to [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov).
- A Letter of Intent must be received no later than **May 27, 2016**.
- All applications must be submitted no later than **July 1, 2016**.
- For projects selected for funding, project sponsors should work with their local Metropolitan Planning Organization (MPO) or Transportation Planning Organization (TPO) to ensure that the project is in the Transportation Improvement Program (TIP) as soon as possible after grant award.
- TDOT's approval of a TIP amendment is the agency's commitment to fund the project. As with any other project, of course, it is subject to funding availability. Obligating project funds is the best way to ensure funding availability.
- As soon as the project is in the TIP:
  - **Local government project sponsors** should contact TDOT's Local Programs Development Office at [Local.Programs@tn.gov](mailto:Local.Programs@tn.gov) to begin project initiation. Local Programs staff will assist you with obtaining project numbers and a TDOT PIN number and in developing a contract. Do not wait for TDOT to contact you regarding a contract. For more information, visit the Local Programs website at <http://www.tn.gov/tdot/section/local-programs>.
  - **Nongovernment project sponsors** should contact the TDOT CMAQ Office at [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov) to begin project initiation.
- Note that there are several TDOT offices involved in the project approval and implementation process. Local governments should continue to follow the established practice of communicating with TDOT to get your projects approved and underway. HOWEVER, please remember that the CMAQ Program Office must sign off on many of your requests. To expedite project implementation, please add the CMAQ Program Office ([TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov)) to your list of email recipients when communicating with TDOT about CMAQ projects.
- Environmental clearance:
  - After project numbers and a TDOT PIN are assigned, the local government project sponsor should immediately contact TDOT's Environmental Division to begin the environmental clearance process. Please submit your initial request to [TDOT.EnvironmentalDoc@tn.gov](mailto:TDOT.EnvironmentalDoc@tn.gov). The Environmental Division will assign someone to assist you.
  - **Nongovernment project sponsors** should contact the TDOT CMAQ Office at [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov) to begin the environmental clearance process.
- Buy America Act requirements: If your project involves vehicle or equipment purchases or retrofits, please contact the TDOT CMAQ Office ([TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov)) to begin this approval process.
- CMAQ projects to be transferred or flexed to FTA (e.g., transit bus purchases): After TIP approval, the project sponsor should work with the respective MPO/TPO to submit a request to transfer

funds. MPO/TPO approval is necessary, and it is preferred that these requests come to TDOT through the MPO/TPO. Make sure requests include the TDOT CMAQ Office ([TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov)).

- Funds flexed to FTA take on the attributes of the program to which the funds were transferred. FTA rules and requirements will apply.

### **Contracts**

- A contract may be written for multi-year projects.
- If TDOT awarded funds for multiple years, those projects should be amended into the TIP as shown in the award schedule. Those projects will not need to be resubmitted for future competitions.
- The scope of work and budget defined in the project proposal selected for funding will be incorporated into your TDOT contract.
- Funds for multi-year contracts can only be obligated one year at a time. Subsequent years of funding are dependent on making reasonable progress in the first year of the project.

### **Project Implementation**

- Funds are awarded for the project described in the project proposal. Scope changes are not permitted without MPO and TDOT approval.
- If a project sponsor decides to drop a project, the CMAQ funds will revert to the state.
- **Cost overruns are the responsibility of the project sponsor. Timely obligation of funds and implementation will help avoid cost overruns.**
- Awarded projects are expected to demonstrate regular, significant progress.
- Unobligated funds are subject to rescission or fund reassignment. Funds may revert to the state if not obligated within two (2) years of the date of the contract between TDOT and the project sponsor.
- Project sponsors must incur expenses and begin billing TDOT within one year of project obligation.
- Each project sponsor must submit semi-annual progress reports to the MPO/TPO, who will incorporate that information into a Project Tracking report to TDOT.
- MPO coordinators are encouraged to share reports with their technical committee and executive/policy board.

### **Proposal Schedule**

- Anticipated schedule for 2016 CMAQ Project Competition:
  - Letter of Intent deadline May 27, 2016
  - General proposal deadline July 1, 2016
  - Announcement of selected projects in August 2016